**Customizable Email to Supervisor for In-Person Registration**

**2024 ASHRAE Winter Conference**

Dear <**supervisor's name**>,  
  
The [2024 ASHRAE Winter Conference and AHR Expo](https://www.ashrae.org/conferences/2024-winter-conference-chicago) is taking place Jan. 20-24 in Chicago, and I would like to attend this event. Throughout the conference I will attend several technical sessions that apply directly to my role and have opportunities to learn and network at the AHR Expo. The [full conference schedule](https://events.rdmobile.com/Lists/Index/f73fb500-d863-ee11-833f-066c9d773f8b) includes 11 technical tracks and over 100 sessions, with PDHs.

Technical Tracks include:

* Fundamentals and Applications
* HVAC&R Systems and Equipment
* Refrigeration and Refrigerants
* Decarbonization and Climate Change
* Hydronic Systems
* Ventilation, Indoor Air Quality, and Air Distribution Systems
* Comfort, Indoor Environmental Quality and Energy Efficiency
* HVACR Controls
* Labs, Clean Spaces, and Mission Critical Facilities
* Tall Building Design
* Artificial Intelligence

In addition, registration includes 12-month access to technical session recordings, session quizzes, PDH certificates, and downloadable conference papers.

I look forward to the connections I’ll make with attendees and speakers, as well as attending sessions that address our specific needs. Included is breakdown of approximate costs to attend the conference. Thank you for your consideration and please let me know if you have any questions.  
Sincerely,

<**your name here**>

Expense Worksheet on Page 2

**2024 ASHRAE Winter Conference Expense Worksheet**

Provide the estimated cost for attending, for yourself or a group of co-workers. This can be included as an attachment or in the body of the email. For additional pricing information [[visit the registration page.](https://www.ashrae.org/conferences/2022-annual-conference-toronto/2022-annual-registration)](https://www.ashrae.org/conferences/2024-winter-conference-chicago/2024-registration)

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| **Expense** | **Information** | **Cost** |
| **In Person fees** | * [Check the Registration Page for exact rates that apply to you](https://www.ashrae.org/conferences/2024-winter-conference-chicago/2024-registration) * Early Bird: $775, member early bird/$1010 non-member, early bird * Advanced rates: $780, member/$1035, non-member (includes automatic annual membership) | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs. | $ |
| Social Events | Optional events such as Welcome Party, President’s Lunch, Women in ASHRAE Happy Hour or Members Night Out | $ |
| Tours | Optional, technical tours available | $ |
| Lodging | **Marriott Marquis Chicago** Headquarter Hotel **│**2121 S Prairie Ave, Chicago, IL 60616 $243 + tax per night | $ |
| Flight / Transportation | Include the estimated cost of your flight here.  Driving to the conference? Calculate the rate for [residents of Canada](https://www.driversnote.ca/cra-mileage-guide/cra-mileage-rate-2022) or for [residents of US](https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022). | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. | $ |
| Food Per Diem | Estimate amount for food per day of attendance. | $ |
| **subtotal** | | $ |
| Total number of employees | |  |
| **Total** (multiply by number of employees) | | **$** |